

Course Syllabus
ACC 113 Principles of Financial Accounting On-Line
3 credits - Spring 2019

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Prerequisites: Eligible for either ENG 101E or ENG 101 and Eligible for MAT 137, or permission of instructor.

Meeting Time and Place: Online

Faculty: Dr. James Page

Email: JPage@ncc.commnet.edu

Office Hours: Virtual by appointment

The scope of the Course:

The course examines the structure of accounting and the accounting equation. It studies the essentials which include journalizing and posting transactions; preparing the trial balance; preparing the financial statements, and journalizing and posting adjusting and closing entries. Accounting transactions for both service and merchandising corporations are presented. The course introduces the basic concepts of asset and liability measurement, both current and long-term, and revenue determination by examination of specific accounts. Corporate organizations and retained earning accounts are studied. The commercial integrated accounting package, QuickBooks, will be introduced. The computer will be integrated into the course as both a teaching and learning resource.

Course Learning Outcomes:

The student will be able to:

1. Understand some of the uses of accounting information and the environment in which accounting takes place
2. Understand the use of financial statements to make a meaningful financial decision.
3. Be able to process accounting information and create financial statements
4. Be able to complete the accounting cycle from journalizing to closing entries
5. Understand the importance of accrual-basis accounting
6. Understand the purpose of an effective system of internal control and use a bank account as a control device.
7. Appreciate the importance of ethical behavior in accounting
8. Understand and account for short-term investment, accounts and notes receivables, and inventory
9. Understand and account long-term assets
10. Understand and account for current and long-term liabilities
11. Understand and account for stockholder's equity
12. Analyze companies' financial statements and communicate that information

Detailed course outcomes are listed on the Course Outline which is made available to the students.

Importance of Course

As stated by the ACC, the primary objective of the first course in accounting is for students to learn about accounting as an information development and communication function that supports economic decision-making. The knowledge and skills acquired from this course should facilitate subsequent work in accounting. The student will achieve a broad view of accounting's role in providing information and how it functions in business and other organizations. They will understand the basic features of accounting and reporting by organizations. They will understand fundamental accounting concepts in addition to the elements of financial statements. This course focuses on the relevance of accounting information to decision-making as well as its source. Students who are seeking positions in any business field must develop these core competencies. This class is required in the Accounting and Business Administration programs and is recommended as the accounting requirement in the Marketing program. This course is part of the business core of all Business Schools and this course transfers to all known colleges and universities.

Accounting Program Learning Outcomes:

All of the following Program Learning Outcomes are contained in this course. Program Learning Outcomes are to provide students with the opportunity to:

- Develop the ability to organize, analyze, and interpret numerical data through knowledge and comprehension of accounting concepts and principles
 - Develop strategic and critical thinking skills through the development of the ability to identify, gather, measure summarize, verify, analyze, and interpret useful financial and non-financial data
 - Develop the ability to identify and solve unstructured problems in an unfamiliar setting and exercise judgment based on facts.
 - Develop communication through the development of proficiency in oral/written/electronic communication skills and the development of the ability to explain financial data to others.
 - Develop leadership skill through the development of the ability to work collaboratively, including organization, control, and assessment of group-based work, and provide leadership when appropriate.
 - Develop the skills to apply current technology including the ability to use spreadsheet software to analyze business problems, communicate using word processing and presentation software, access information via the internet, and understand information integrity and security issues.
 - Develop a professional orientation through awareness of legal, regulatory, and ethical issues facing the profession, awareness of global financial practices, and understanding the methods for creating and managing change in organizations.
- Students completing this course will be able to:**
- Quantitative Reasoning (E)
 1. Represent mathematical and quantitative information symbolically, graphically, numerically, and verbally.

2. Apply quantitative methods to investigate routine and novel problems. This includes calculations/procedure, mathematical and/or statistical modeling, prediction, and evaluation.
 3. Interpret mathematical and quantitative information and draw logical inferences from representations such as formulas, equations, graphs, tables, and schematics
 4. Evaluate the results obtained from quantitative methods for accuracy and/or reasonableness
- Continuing Learning/Information Literacy (E)
 1. Demonstrate competency in using current, relevant technologies to solve problems, complete projects, and make informed decisions.
 2. Access, navigate, identify and evaluate information that is appropriate for their need(s) and audience(s).
 3. Synthesize information to broaden knowledge and experiences and produce both independent and collaborative work
 - Critical Analysis/Logical Thinking (E)
 3. Analysis: Break subject matter into components and identify their interrelations to ascertain the defining features of the work and their contributions to the whole.
 - Appreciation of the Ethical Dimensions of Humankind (E)
 1. Recognize and reflect critically on ethical issues

Text and other related material:

- **TITLE: Horngren's Financial & Managerial Accounting Chapters 1-26, Student Value Edition (loose leaf) & NEW MyAccountingLab with Pearson eText -- Access Card Pack. We use chapters 1-13 in Financial Accounting.**
- **AUTHORS: Miller-Nobles, Mattison, Matsumura**
- **EDITION:6th**
- **PUBLISHER: PEARSON EDUCATION**
- **ISBN: 9780134642857**

Or

Ebook with access code only can be used ISBN: 9780134450810

AND – Microsoft Office with Excel 2011 or 2016 for Mac or 2013 or 2016 for a PC

As a student at MxCC, you get Microsoft Office for free. Be sure to download it as you have an Excel assignment in week 1.

An Email address is needed.

Important: Students should link their college email to their own personal email so that they get all the correspondence.

Log into www.my.comnet.edu

Other student resources are available online.

Blackboard

This course will use the online site called **Blackboard** Learn. Access is through www.my.comnet.edu. Students who have not used Blackboard should go through the orientation material. Students can access important material from anywhere through the course's web site. This site includes copies of all course information (syllabus, outline, Assignment Sheet), lecture notes, email, discussion. Students will also use the tool **MyAccountingLab (MAL)** for homework and quizzes/tests and additional study resources.

My Accounting Lab (called MAL from now on)

You are required to register in the CORRECT myaccountinglab.com section. Log into BlackBoard for this course. Go to the **My Accounting Lab** side tab. See the **How to Register for MAL** link on BlackBoard in the first week for the information.

If you register for the wrong course your work will not transfer to the correct course and you will have to start over. The textbook that you purchased from the bookstore provides a One-time use access code that allows you access to MAL for one year.

You should access MAL through the BlackBoard site for this course so you can see any announcements or email that has been posted. If Blackboard is down you can go to pearsonmylabandmastering.com as an alternative choice.

Chapter Learning objectives, assignments, and assessments

Listed with each chapter are the learning objectives, the reading assignments, and exercises and problems. The schedule of the chapters is given in the **Assignment Sheet**. It is important that you print this out and check it for this information

Grading policies:

The student will be given assignments that develop problem-solving and analytical skills. Students will be tested frequently on the specific objectives. There will be a focus on teaching the student to learn on his or her own.

Grade is determined as follows:

3 Tests	45%
Quizzes	15%
Homework Problems	15%
Discussion Board	10%
Excel Assignments	<u>15%</u>
	100%

Assignments:

Late work up to one week after the due date is accepted, except for Chapter 13 our last chapter. However, you will be assessed a 5% penalty per day for late work on homework, quizzes and excel assignments. That penalty starts right at 11:59 on Sunday night. Therefore, if you submit work on Monday at 12:05 am it will be assessed a late penalty of 5%.

Homework is multiple choice/fill in blank/application problems on the reading. You can do the homework over and over again to score 100. You must get a 70 on the homework to take the quiz. One homework grade is dropped

Quizzes open on Thursday at midnight each week and are due Sunday at midnight. One quiz grade is dropped. You will have two attempts for quizzes and the quizzes are timed.

Excel Assignments must be submitted using the templates provided by MAL. You will need to have Office (Excel) 2011 or 2016 for Mac and Office (Excel) 2013 or 2016 for PCs. You get Office Free by being a student at MxCC. Be sure to get your free download. You will have tutorials, in the beginning, to help you get familiar with Excel. Note – You will need to save the file with no spaces in the file name. Spaces in the file prevent it from uploading to the MAL. It is expected that you will use excel's functionality (cell references, formulas, and functions) to reach your answers.

Tests are problem-based and all assignments should be done to best prepare for the test. Tests are not on Pearson. The tests are on the Blackboard site. You can't make up a test. The due date for a test is the due date. No late test submissions will be allowed.

Discussion Boards are a great way to increase your grades. First post by Wednesday at midnight. Post another time by Sunday at 11:59 pm (A discussion board should be more of a back and forth so don't post too late on Sunday.) You must create your post first and upload it before you can see what others have posted on the discussion board. You won't be able to edit it so be sure it is right.

Grade Scale

A = 93-100 A - = 90-92.49 B+ = 87-89.49 B = 83 -86.49
C+ = 77-79.49 C = 73 - 76.49 C- = 70-72.49 D+ = 67 - 69.49
D = 63 - 66.49 D- = 60 - 62.49 F = 59 and below

Testing:

Quizzes and Tests are taken through the My Accounting Lab program (MAL) under Assignment/Take Quiz/Test on the days specified in the **Assignments Sheet**. **There are no make-ups for any testing** unless you have a doctor's note. Failure to take the assessment will result in a grade of 0. You may use the book and notes if you have hard copies but you cannot have someone else help you with your assessments or use

another internet site to help you. This is considered cheating and could result in your dismissal from the college.

Ask My Instructor

Within the MAL there is a function called **Ask My Instructor**. If you are working on an exercise or problem and have a question on it you should send me the question through this link. It allows me to see the problem you are working on. Be aware that I am on the site at different times so I may not see your request until the next morning. Allow 24 hours for a response.

Study Plan (in MAL)

Within MAL there is a link on the left called **Study Plan**. When you click on it you will see an underlined item that says View all chapters. Find the chapter you want to redo the assignment for. Once in that site, you will need to look for that particular assignment by looking at all the objectives. When you find it, ie P1-40 under Chapter 1, you can redo that problem as many times as you like. It corrects the work but does not record a grade. There is no a requirement for doing any assignments in the Study Plan but it is a very helpful tool.

Outcome Assessment

A course outline is available in BlackBoard listing the learning objectives for each chapter. Students will be given for homework, assignments that develop problem-solving and analytical skills. Students will be tested frequently on the specific objectives with chapter quizzes and chapter tests. The assignment sheet indicates the dates of each of the quizzes and tests. Assignments and grading procedure is subject to change. Students will be notified of any changes. There will be a focus on teaching the student to learn on his or her own. Students who successfully complete this course will have achieved the learning objectives as stated in the Course Outline.

College Policies and Procedures:

Attendance Policy

Attendance on-line cannot be overstressed for this course. There is a proven correlation between attendance and the degree of success. In addition to testing and homework requirements, it is the responsibility of the individual student to seek help if they are having difficulty. Students should inform me early in the semester before the difficulties become too great.

Withdrawals:

You need to follow the college's withdrawal policy. The student can email me the request for withdrawal thru my office email and I will respond. The student must then contact the Records Office for further instruction. **Deadline is April 17. Students who fail to follow procedure will receive the grade they have earned. No exceptions.**

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/.

NON-DISCRIMINATION STATEMENT

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity, and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

- *Primary Title IX Coordinator
Dr. Adrienne Maslin
Dean of Students/Title IX and Section 504/ADA Coordinator
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123J*

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Subject to change

Each chapter will cover specific objectives (Los) as listed in the **Course Outline and beginning of each chapter. All assessments are to be done in MyAccountingLab (known as MAL). Homework and Quiz are due the last night the chapter is assigned. Due dates are listed below and in the MAL program. You MUST go into Blackboard to read all announcements posted. They are not posted in MAL.**

All weeks begin on Monday and work is due the following Sunday at 11:59 pm.

Date	Chapter	LO	Assignments Due
1/24-2/3 Week 1	Introduction to Class Ch 1 Accounting and the Business Environment pp1-25.	1-6	Homework, Quiz Excel assignment
2/4 –2/10 Week 2	Ch 2 Recording Business Transactions pp56-82	1-5	Homework, Quiz Discussion Board, Excel Assignment
2/11 – 17 Week 3	Ch 3 The Adjusting Process pp120-143 No appendix	1-5	Homework, Quiz Excel assignment

2/18-24 Week 4	Ch 4 Completing the Accounting Cycle pp186-203	1-6	Homework, Quiz Excel assignment
2/25-3/3 Week 5	Test #1 Chapters 1-4		Test Discussion Board
3/4/- 10 Week 6	Ch 5 Merchandising Operations pp250-272	1-6	Homework, Quiz Excel assignment
3/11 – 17 Week 7	Spring Break		
3/18-3/24 Week 8	Ch 6 Merchandise Inventory pp327-347	1-6	Homework, Quiz Excel assignment
3/25-3/31 Week 9	Ch 7 Internal Control and Cash pp 381-404	1-6	Homework, Quiz Excel assignment
4/1-4/7 Week 10	Ch 8 Receivables pp433-457	1-5	Homework, Quiz Excel assignment
4/8-4/14 Week 11	Test #2 Chapters 5-8		Test Discussion Board
4/15-4/21 Week 12	Ch 9 Plant Assets and Intangibles pp 489-517	1-6	Homework, Quiz Excel assignment
4/22 - 28 Week 13	Ch 11 Current Liabilities and Payroll pp 579-597.	1-4	Homework, Quiz Excel assignment
4/29- 5/5 Week 14	Ch 12 Long-term Liabilities pp 620-637 Quiz Ch12	1-6	Homework, Quiz Excel assignment
5/6- 5/12 Week 15	Ch 13 Stockholder's Equity pp 640-669 Quiz Ch 13	1-6	Homework, Quiz Excel assignment
5/13 th - 5/14 th Week 16	Final Test # 3 9, 11 - 13		